
TITLE OF POLICY: Seasonal Influenza Plan

Policy: Guidelines to help prevent and control a widespread outbreak of seasonal influenza with residents and staff. In the event that either the State of NC or the CDC enacts its pandemic influenza plan, Givens Estates will participate as appropriate. Refer to appendices AA and BB of the All Hazard Plan for specific pandemic influenza guidelines.

Procedure:**Resident Guidelines****Independent Living:**

1. Residents are responsible for securing his/her own flu vaccination from Givens Estates or another provider.
2. Residents will be asked (thru Gazette and other communications) not to co-mingle with other residents if they have a sudden onset of flu-like symptoms (temp greater than 101°F, headache, extreme tiredness, dry cough, sore throat and muscle aches). This means not attending programs or activities, not dining in dining rooms, not visiting with other healthy residents, and not having visitors in their own home.
3. The Staff Development Director, as appropriate, will address flu prevention, transmission modes, and self care guidelines in a Fall Campus Gathering meeting. Current informational materials from State and Federal flu monitoring sites will be integrated as appropriate.
4. If a resident has flu-like symptoms, he/she will be asked to notify the Environmental Services Department to re-schedule for housekeeping services and to notify Dining Services to request in-home meal delivery.
5. If an outbreak occurs, the COO and the Infection Control Coordinator in conjunction with the Medical Director will decide what limitations and/or suspension of services/events (activities, programming, dining, housekeeping, new resident admissions, etc) will occur.
6. The Infection Control Coordinator will monitor and track outbreak trends until such time as the widespread outbreak is no longer present. Daily reports will be communicated to the COO and affected departments.

Wood Assisted Living:

1. Givens Estates will provide residents flu vaccination annually each Fall and at time of admission for new residents..
2. Residents will be asked (thru Gazette/WAL newsletters and other communications) not to co-mingle with other residents if they have a sudden onset of flu-like symptoms (temp greater than 101°F, headache, extreme tiredness, dry cough, sore throat and muscle aches). This means not attending programs or activities, not dining in the main dining room or WAL Dining areas, not visiting with other healthy residents, or having visitors in his/her room.
3. If a resident has flu-like symptoms, the WAL Nursing staff will notify the Environmental Services Department to re-schedule for housekeeping services and will notify Dining Services to request in-room meal delivery. The Medical Director will be notified to determine the need for additional testing and/or care.
4. Nursing staff will be the only individuals allowed to enter the rooms of any residents who become ill from the flu. Nursing staff will utilize appropriate PPE and infection control measures while providing care to residents who become ill with the flu.
5. The DON and/or Staff Development Director will review with the staff the various infection control measures and proper use of PPE at the start of the flu season.

6. If a widespread outbreak (defined as 2 or more occurrences within a 5 day rolling period) occurs, the COO, the DON, and the Infection Control Coordinator in conjunction with the Medical Director will decide what limitations and/or suspension of services/events (activities, programming, dining, housekeeping, etc) and visitation by family and friends will occur. Prophylaxis may be recommended per CDC recommendations. New resident admissions will be evaluated by the DON for any flu-like symptoms and may be delayed until resident is symptom free or non-contagious.
7. Staffing patterns may need to be altered with a widespread outbreak so that ill and well residents will not have the same staff. Ill residents will not be moved from their rooms.
8. The Infection Control Coordinator and DON will monitor and track outbreak trends until such time as the widespread outbreak is no longer present. Daily reports will be communicated to the COO and affected departments.

Givens Health Center:

1. Givens Estates will provide residents flu vaccination annually each Fall and at time of admission for new residents.
2. Residents will be asked (thru Gazette/GHC Newsletters and other communications) not to congregate with other residents if they have a sudden onset of flu-like symptoms (temp greater than 101°F, headache, extreme tiredness, dry cough, sore throat and muscle aches). This means not attending programs or activities, not dining in Wilson or Starnes Dining areas, not visiting with other healthy residents, or having visitors in his/her room.
3. If a resident has flu-like symptoms, the GHC Nursing staff will notify the Environmental Services Department to re-schedule for housekeeping services and will notify Dietary Services to request in-room meal delivery. The Medical Director will be notified to determine the need for additional testing and/or care.
4. Nursing staff will be the only individuals allowed to enter the rooms of any residents who become ill from the flu. Nursing staff will utilize appropriate PPE and infection control measures while providing care to residents who become ill with the flu.
5. The DON/ADON and/or Staff Development Director will review with the staff the various infection control measures and proper use of PPE at the start of the flu season.
6. If a widespread outbreak (defined as 2 or more occurrences within a 5 day rolling period) occurs, the Health Care Administrator, the DON, and the Infection Control Coordinator in conjunction with the Medical Director will decide what limitations and/or suspension of services/events (activities, programming, dining, housekeeping, etc) and visitation by family and friends will occur. Prophylaxis may be recommended per CDC recommendations. New resident admissions will be evaluated by the DON for any flu-like symptoms and may be delayed until resident is symptom free or non-contagious.
7. Staffing patterns may need to be altered with a widespread outbreak so that ill and well residents will not have the same staff. Ill residents will not be moved from their rooms.
8. The Infection Control Coordinator and DON will monitor and track outbreak trends until such time as the widespread outbreak is no longer present. Daily reports will be communicated to the Health Care Administrator and affected departments.

Staff Guidelines for all Departments

1. All employees will be required to annually review the G-learning module on flu prevention for seniors.
2. Each Fall the Staff Development Director will conduct in-services for all employees to review the basics of flu prevention, transmission modes, self care guidelines, and the Givens Flu policy. Current informational materials from State and Federal flu monitoring sites will be integrated as appropriate.
3. For all nursing staff additional training on types and implementation of infection control precautions (formerly isolation types), respiratory/cough etiquette, and use of PPE to minimize exposure will be reviewed.
4. Flu vaccine will be made available to all employees free of charge each October and November. Each employee is highly encouraged to receive the vaccination; however, Givens respects the

employee's right to refuse.

5. Employees who complain of or present themselves to work with a sudden onset of flu-like symptoms (temperature greater than 101 F, headache, extreme tiredness, dry cough, sore throat, and muscle aches) should not be allowed to work for seven (7) days from onset of symptoms. Exception would be a return to work in (5) five days from onset of symptoms if on an antiviral medication for 5 days. Most adults do not present with vomiting and/or diarrhea with the flu. Supervisors may request a doctor's note in certain circumstances to substantiate the illness.
6. Supervisors will be required to report daily by either voicemail or email, to the Infection Control Coordinator, any absences related to flu or flu-like symptoms in their department.
7. The Infection Control Coordinator will monitor and track outbreak trends and will report daily to the Human Resources Director, COO, Health Care Administrator, and affected department managers.
8. In the event of a widespread outbreak, defined as 3 or more employees with onset of symptoms within a 3 day period in the same department or geographical area, the following actions will be taken after consultation with the appropriate department manager/DON, COO, Health Care Administrator, Infection Control Coordinator, and the Medical Director. This team will make the determination when to lift the restrictions dependent upon frequency and number of new infections.

Marketing, Programming, Activities, Grounds, Maintenance, Wellness, Social Services, FinOps, Administration: cancellation of tours and/or appointments, limited visitation by non-departmental employees, limited work order services, or activities

Dining Services IL/WAL: suspension of meals served in Oxford and WAL Dining areas. In-home or in-room delivery of meals will be arranged.

Dining Services GHC: suspension of meals served in Wilson/Starnes Dining areas. In-room delivery of meals will be arranged.

Environmental Services IL/WAL/GHC: suspension of housekeeping services for IL residents and only essential infection control services for WAL/GHC. Rescheduling of services may be arranged in IL residences if permitted by staffing situation.

WAL Nursing: Limited visitation to the department (3rd and 4th floors) by non-departmental employees and outside visitors will be initiated by the DON. Nursing employees will be provided masks and other PPE to minimize exposure.

GHC Building/Nursing: Limited visitation to facility by non-departmental employees and outside visitors will be initiated by the DON. Nursing employees will be provided masks and other PPE to minimize exposure.

9. Each department manager will determine the minimum number of staff needed to provide the above limited services. If a department cannot provide these services, the department manager will consult with their respective administrator to develop an alternative plan.
10. The Staff Development Director/Infection Control Coordinator will monitor appropriate web sites for any outbreaks of flu within the State and notify the senior administrative team as needed.